



United Way of the Battle Creek and Kalamazoo Region Job Posting

The United Way of the Battle Creek and Kalamazoo Region has the following position available:

Database Administrator

Position summary: This position, which will be based in Kalamazoo, will be responsible for the maintenance and integrity of our donor database. This includes making certain that all data is entered accurately, and that the reliability of the information is maintained at all times. The successful candidate will use various software applications, such as spreadsheets, relational databases and import/export functions to assemble, manipulate and/or format data to write report queries and gather information.

Skills needed: The ideal candidate will have experience in database management and a Bachelor's degree in either accounting or a computer related field. We are looking for the person who can find the one wrong number in a haystack as well as evaluate that data, ensure that it is accurate, organized, and kept confidential. This individual also needs to be able to communicate professionally within the organization as well as with donors and partner agencies. Previous experience with a non-profit agency and Andar is preferred.

External Candidates should apply to:

<https://www.smartrecruiters.com/UnitedWayOfTheBattleCreekAndKala/73789248-database-administrator>